

WASHINGTON MILITARY DEPARTMENT

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Disaster Recovery Civilian Non-Permanent Job Opportunities – Human Services
Assistant Branch Manager & Unmet Needs Coordinator
EMERGENCY MANAGEMENT PROGRAM SPECIALIST 2

RECRUITMENT#: DR-06-048-OC
OPENS: November 30, 2006
CLOSES: Open until filled, applicants are encouraged to apply early
LOCATION: Olympia & Camp Murray
SALARY: \$3,371 - \$4,315 (Range 52)

The Emergency Management Division's Human Services Program anticipates hiring two non-permanent Emergency Management Program Specialist 2's to support disaster recovery efforts related to the November 2006 flooding. These positions are anticipated to last 60 days. Appointments may end prior to or extend beyond the funding date based on disaster related program needs.

INFORMATION ABOUT THE HUMAN SERVICES PROGRAM

The Human Services is a program within the Recovery Unit that brings under one umbrella all of the programs that help people (individuals, households, businesses, etc.) While the primary focus is in helping people who have been affected by disasters declared by the president, we also spend time helping people who have experienced undeclared disasters, mostly of a personal nature like a house fire.

In order to provide recovery assistance we partner with the Federal Emergency Management Agency (FEMA), the United States Small Business Administration (SBA), the state Department of Social and Health Services (DSHS), Washington State Employment Security Division (ESD), member organizations of Washington Voluntary Organizations Active in Disaster (WAVOAD), and other federal, state, and local agencies as the situation dictates.

CONDITIONS OF EMPLOYMENT

- During emergency and/or disaster recovery operations, these positions may be required to work in an alternate location with rotating shifts, including holidays weekends and evenings, in a highly stressful and high paced environment. This may include extended over night stays in geographically separate locations throughout the State.
- Willing and able to work overtime on short notice to assist in emergency operations.
- Willing to travel in and out of state, staying overnight.
- Willingness to work in or around Military facilities and programs.
- Ability to work in Olympia and at Camp Murray (Near Fort Lewis).

ASSISTANT BRANCH MANAGER – EMPS 2

DUTIES:

Under the supervision of the Deputy State Coordinating Officer - Human Services, the Assistant Branch Manager independently provides professional level emergency management support in the day-to-day management of all Human Services disaster activities that are the direct responsibility of the Human Services Branch Chief. Duties and responsibilities include but are not limited to the following:

- Administers staffing issues such as hiring, mobilization, time accounting, travel reimbursement, safety, employee recognition, problem resolution and demobilization.
- Assists in the administration of the Individuals and Households Program, Other Needs Assistance grant, SBA loan programs, preliminary damage assessments, community relations, disaster recovery centers, and unmet needs in coordination and cooperation with the state's voluntary and faith-based organizations.
- Provides status briefings to senior staff, elected officials and community leaders.
- Oversees the non-disaster functions of the Human Services Branch Chief during the grant performance period.

REQUIRED QUALIFICATIONS:

Two years of experience as an Emergency Management Program Specialist 1; OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

DESIRED QUALIFICATIONS:

Experience / Training:

- Six months working in Human Services or Individual Assistance with either FEMA or the state.
- Training in the principles of the Individuals and Households Program (IHP) as defined in the Stafford Act and in the National Emergency Management Information System (NEMIS) database for Individual Assistance.

Skills and Abilities / Competencies:

- Analyze and apply complex material such as directives, policies, regulations, Code of Federal Regulations, Public Law, and Washington Administrative Code.
- Work in an environment requiring strong customer relations, negotiations and problem resolution skills which includes the ability to work with disaster victims in a compassionate, caring and non-judgmental way.
- Communicate clearly, both verbally and in writing.
- Willing and able to work in a high-pressure environment.
- Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.
- Use Microsoft Office Suite (including word processing, PowerPoint, Excel and Access) to develop program documents.

UNMET NEEDS COORDINATOR – EMPS 2

DUTIES:

Under the supervision of the Deputy State Coordinating Officer - Human Services (DSCO-HS) the Unmet Needs Coordinator independently provides professional level emergency management support in the coordination of resources for disaster-related needs and expenses not covered by federal disaster assistance programs. Works cooperatively with voluntary, faith-based, other local organizations and FEMA to help disaster victims acquire needed resources for their long-term recovery. Duties and responsibilities include but are not limited to the following:

- Coordinates with FEMA and the State to ensure all federal assistance has been rendered before voluntary efforts are initiated.
- Works with disaster victims and community relations staff to obtain confidential releases as needed.
- Works with the Washington Voluntary Organizations Active in Disaster (WAVOAD) to facilitate the building of long-term recovery committees in each affected community.
- Creates and uses a database to track unmet needs and ensures appropriate actions are taken by referral organizations.
- Provides daily briefings to the DSCO-HS on the status of unmet needs cases and long-term recovery activity.
- Attends unmet needs and long-term recovery workshops statewide, conducts presentations.
- Serves as state advocate for disaster victims seeking long-term recovery assistance.

REQUIRED QUALIFICATIONS:

Two years of experience as an Emergency Management Program Specialist 1; OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

DESIRED QUALIFICATIONS:

Experience / Training:

- Six months working in Human Services / Individual Assistance with either FEMA or the state or both.
- Training on the Individuals and Households Program (IHP) as defined in the Stafford Act.

Skills and Abilities / Competencies:

- Advocate aggressively for disaster victims seeking long-term recovery assistance, resolve conflicts and find resources.
- Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.
- Analyze and apply complex material such as directives, policies, regulations, Code of Federal Regulations, Public Law, and Washington Administrative Code.
- Work in an environment requiring strong customer relations, negotiations and problem resolution skills which includes the ability to work with disaster victims in a compassionate, caring and non-judgmental way.
- Communicate clearly, both verbally and in writing; prepare and present presentations; provide reports and briefings to outside organizations.
- Use Microsoft Office Suite (including word processing, PowerPoint, Excel and Access) to develop program documents.

APPLICATION PROCESS

Individuals interested in applying for these positions should submit the following to applicant5@mil.wa.gov. Please indicate in the subject line which position you are applying for.

1. [Washington State Application Form](#)
2. Answers to the supplemental question.
3. At least three employment references, to include one supervisor.

Electronic application packets are preferred. Individuals who are not able to electronically submit an application package may submit it to:

Jennifer Swidler
Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.

**Human Services Emergency Management Program Specialist 2 Positions
Supplemental Question**

NAME:

Please indicate the position(s) you are interested in. You may choose to be considered for both.

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ASSISTANT BRANCH MANAGER, HUMAN SERVICES (EMPS2)

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UNMET NEEDS COORDINATOR (EMPS2)